

**Appendix B****MEETING SCHEDULES AND AGENDA ITEMS****Board Meetings**

**Spring Meeting** – second Tuesday morning of March each year, unless it is a legal holiday. Agenda Topics: Signed AOP and changes or modifications; Courses being offered locally; Training Waiting List Numbers and assistance by ITOC; budget projections for next fiscal year; Spring Projects; Current Issues (including issues from the field from October); Designation of Sub Committee .

**Fall Meeting** – second Tuesday morning of September each year, unless it is a legal holiday. Agenda Topics: Revision of AOP and all appendices (as applicable).

**ITOC Local Training Cooperative Meetings**

**Spring Meeting** – second Tuesday afternoon of March each year, unless it is a legal holiday. Agenda Topics: Signed AOP and changes or modifications, Training Prioritization and Training Waiting List Numbers; Current Issues; Sub Committee findings/updates; Creation of sub committee (if needed) and assignments given.

**Fall Meeting** – second Tuesday afternoon of September each year, unless it is a legal holiday. Agenda Topics: Sub Committee findings/updates; Training Accomplishments for FY and projection of needs for next FY.

**General Forums**

**Annual Meeting** – first Tuesday of October each year, unless it is a legal holiday. Agenda Topics: Accomplishments for last FY; Training nominations – total numbers by course and location; Upcoming projects and activities; Lessons Learned; Issues and concerns from the field.

**Idaho Zone Training Sub-Committee**

**Annual Meeting** – first Wednesday morning following the General Forum each year, unless it is a legal holiday.

**Meeting Schedules at a Glance**

<i><b>Membership</b></i>	<i><b>Month</b></i>	<i><b>Month</b></i>
<i><b>Board Meeting</b></i>	March – Morning	September - Morning
<i><b>ITOC Local Training Cooperative Meeting</b></i>	March – Afternoon	September - Afternoon
<i><b>General Forum</b></i>		October
<i><b>Idaho Zone Training Sub-Committee</b></i>		October, following General Forum